

EXAMPLE
ONLY

**SOUTH CAROLINA STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS AND SURVEYORS**

SC Department of Labor, Licensing and Regulation

P.O. Box 11597

Columbia, SC 29211-1597

Date: Current Date		Applicant's Name: John Smith											
A. Employment Number: 01 B. Dates of Employment: 06/1992 to 06/1995 C. Employer Name and Mailing Address: John Doe John Doe Engineering Inc. 123 Anystreet Columbia, SC 29210		D. Time: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">(1)</td> <td style="width: 33%; text-align: center; padding: 5px;">(2)</td> <td style="width: 33%; text-align: center; padding: 5px;">(3)</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Non-Engineering Work</td> <td style="text-align: center; padding: 5px;">Professional Work</td> <td style="text-align: center; padding: 5px;">Total Time</td> </tr> <tr> <td style="text-align: center; padding: 5px;">1 yr. 6 mo.</td> <td style="text-align: center; padding: 5px;">1 yr. 6 mo.</td> <td style="text-align: center; padding: 5px;">3 yrs.</td> </tr> </table>			(1)	(2)	(3)	Non-Engineering Work	Professional Work	Total Time	1 yr. 6 mo.	1 yr. 6 mo.	3 yrs.
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E. Description of Experience John Doe Engineering Inc; Columbia, SC Transportation Project Engineer: As a Project Engineer leading a design team consisting of two entry-level engineers and two CADD technicians, I have been directly responsible for following correct design procedures, plan accuracy and budgeting for two road widening projects. In addition, I have been responsible for all corporate transportation marketing initiatives in the Anywhere metropolitan area. Project: Sunset Road widening (Wonderland Parkway/SR 222 to SR 25) for the Jones County DOT. Responsibilities: Horizontal and vertical alignment using AASHTO "Green Book" criteria. Case III sight distance analysis at a stop controlled intersection. Two barrier warrant analysis using ASHTO's "Roadside Design Guide". A hydraulic Study Report involving culvert analyses and energy dissipator design using HYS of FHWA's HYDRAIN package. Catch basin spacing and storm sewer design using HEC-12 and HYDRA (HYDRAIN). Signing and striping plans at typical sections.													
<div style="border: 1px solid black; padding: 5px;"> List branch(es) of engineering you consider yourself qualified to practice by reason of your education and experience: Civil/ Transportation Engineering </div> <p style="text-align: center; font-size: small;">** If needed, please continue on supplemental sheet.</p>													

▲ The **top** portion to be completed by the **Applicant**. The **bottom** portion to be completed by the **Reference** ▼

Dear Sir/Madam:

An application for registration as a **professional engineer** has been filed with the Board by the above-named applicant. Will you kindly give the information requested below, if known, and make any comments that may be of value to the Board in considering the applicant's qualifications? Information secured from references is for the confidential use of the Board and the source and character of the information will not be divulged, except in special cases when required by law. Both the applicant and the Board will appreciate your cooperation in promptly furnishing the information requested.

1. Is the applicant's above description of experience and dates of employment accurate? _____.
2. In your opinion the applicant's character and personal reputation are _____.
3. Would you recommend this applicant to be licensed? _____.

Remarks: _____

Date: _____

Reference Signature: _____ Name of Business: _____

Reference Position: _____ Registered Engineer Number _____ State _____

SC Registrants Only Cat. A Engineer ☐ **or** Cat. B Engineer ☐

(Licensed by an **Accredited Degree**)(Licensed by a **Technology Degree**)

The completed questionnaire should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** to be included in his/her application packet. If you do not wish to return the questionnaire to the applicant, you may return it directly to the Board office. In such a case, you must notify the applicant in writing that you will be returning the questionnaire directly to the Board office.